

**ARCHITECTURAL TECHNICIAN I
ARCHITECTURAL TECHNICIAN II**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of basic technical architectural work including architectural, interior and landscape drafting and design; to provide assistance in the production of conceptual designs, illustrations and renderings; to provide technical and non-technical assistance to higher level architectural staff.

DISTINGUISHING CHARACTERISTICS

Architectural Technician I: This is the entry level class in the Architectural Technician series. This class is distinguished from the Architectural Technician II by the performance of the more basic tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Architectural Technician II: This is the full journey level class within the Architectural Technician series. This class is distinguished from the Architectural Technician I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Architectural Technician I

Receives immediate supervision from higher level architectural staff.

Architectural Technician II

Receives general supervision from higher level architectural staff.

CITY OF LAS VEGAS
Architectural Technician I/II (Continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of technical architectural work including research, drafting and minor building design work.
2. Assist in the production of technical project illustrations, layouts and designs; document transmittal of project design data, samples, designs, plans, presentations and preliminary and final design reports.
3. Perform entry level or skilled drafting using manual and AutoCAD software drafting in the preparation of plans for on-site public works projects.
4. Assist in researching preliminary project information; assist with compiling information, programming research and cost data in the preparation of comprehensive development studies and plans.
5. Assist with project information gathering; investigate existing facilities, land and local area conditions; produce as-built plans; assist with initial planning, programming, project designs and public meetings.
6. Compile and apply field information and notes to assist in creating designs and drawings, and statistical and technical reports for various architectural and planning projects.
7. With guidance from higher level architectural staff, assist in developing space plans from design concepts for new and existing facilities.
8. Operate and manage computer equipment using office automation and computer aided drafting and other software to produce drawings, specifications, estimates, contracts, forms, applications, schedules, reports and correspondence.
9. Perform a variety of non-technical tasks while assisting architectural staff including facilitating transportation, deliveries, producing blue prints and photocopies, answering phones, filing and general office duties.
10. Assist with the preparation and maintenance of accurate architectural and project records and systems.

Marginal Functions:

1. Prepare routine project reports; provide information on projects to outside professional consultants.
2. Assist in performing construction field inspections for various projects.

CITY OF LAS VEGAS
Architectural Technician I/II (Continued)

Marginal Functions:

3. Assist with preparing documentation of Americans with Disabilities Act (ADA) compliance information.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Architectural Technician I

Knowledge of:

Basic techniques and practices of architecture.
Trigonometry as applied to the computation of angles, areas, distances and traverses.
Basic design and construction theory and architectural design standards.
Basic terminology, methods, practices and techniques of manual and computerized drafting.
Basic materials, methods and techniques of modern construction.
AutoCAD software and techniques.
Construction plans and specifications.
Modern office procedures, methods and computer equipment, including common office software.

Ability to:

Learn to interpret and apply applicable federal, state and local laws, codes and regulations.
Learn to understand and interpret architectural plans and specifications.
Use algebraic formulas and trigonometry tables to accomplish the level of work described herein.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Architectural Technician I/II (*Continued*)

Experience and Training Requirements

Experience:

One year of technical architectural drafting experience.

Training:

Equivalent to graduation from high school supplemented by a certificate from a technical or vocational school in computerized architectural drafting, specifically AutoCAD, including coursework in basic architectural design and construction.

License or Certificate

Possession of a valid, appropriate driver's license on the date of application.

Architectural Technician II

In addition to the qualifications for Architectural Technician I:

Knowledge of:

Techniques and practices of architecture.

Design and construction theory and architectural design standards.

Terminology, methods, practices and techniques of manual and automated drafting.

Materials, methods and techniques of modern construction.

Basic methods and techniques of construction inspection.

AutoCAD and other project record keeping, scheduling, and estimating software and techniques.

Pertinent federal, state and local laws, codes, regulations.

Ability to:

Interpret and apply applicable federal, state and local laws, codes and regulations.

Interpret and apply departmental policies and procedures.

Understand and interpret architectural plans and specifications.

Deal firmly and tactfully with contractors, architects, engineers and property owners.

CITY OF LAS VEGAS
Architectural Technician I/II (*Continued*)

Experience and Training Requirements

Experience:

Two years of increasingly responsible technical architectural experience in drafting, design or construction management.

Training:

Equivalent to graduation from high school supplemented by a certificate from a technical or vocational school in computerized architectural drafting, specifically AutoCAD, including coursework in basic architectural design and construction.

License or Certificate

Possession of a valid, appropriate driver's license on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Field and office environments; occasional construction site environment; exposure to computer screens and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, bending, stooping and climbing for prolonged periods of time.

ARB
NEW 3/5/01
FLSA & City: nonexempt

CSB 3/28/01